

### Photography Form

- RSL requires all photography requests to be submitted and received 3 days in advance before an event. If received within the 3 days the cost will be increased. Information and full payment must be settled before service is rendered.

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Name of venue: \_\_\_\_\_

Venue address: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name & Phone number of contact\*: \_\_\_\_\_

E-mail address of contact\*: \_\_\_\_\_

**Photographer Options:**

Minimum of 1 hour required.

1. \_\_\_ Photographer will take photos for an event, club, party or social.
2. \_\_\_ Photographer will take photos for large events: (Concerts and Festivals)

Photo images taken are burn to a CD and given to you. *No charge*

- Our photographer will shoot up to 30 photos and spend approximately 2 to 3 hours max for each job.
- RichmondSpotlight.com reserve the right to post, use, sale, modify the images, data, text, and messages on RichmondSpotlight.com web-site. Richmondspotlight.com is not responsible if any images used outside of richmondspotlight.com.
- Recognition must be given to RichmondSpotLight.com photos if used outside its website.
- An Invoice will be sent requesting photography charge. Make checks or money orders Payable to [RichmondSpotlight.com](http://RichmondSpotlight.com).
- Service charge of \$30.00 for any returned checks.

In the event **RichmondSpotLight.com**, learns of and or has reasonable grounds to suspect, that the above information is inaccurate, or that any activity that violates the terms and conditions have occurred we reserve the right to discontinue any and all agreement at any time without advanced notice.

Company Representative: \_\_\_\_\_ Date: \_\_\_\_\_

RichmondSpotlight.com Representative: \_\_\_\_\_ Date: \_\_\_\_\_

*Do not write below: For employees only:*

Cost \$ _____	Received: \$ _____	Balance:\$ _____	Photographer Est. Start Time _____ :	_____	End Time _____ :	_____
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